

## Job Description

**Job Title:** Climate Consents Officer

**Reports to:** Climate Crisis Strategy Manager

**Grade:** SO1

### Overall purpose of the job

Cambridgeshire County Council is committed to achieving net zero carbon emissions while helping our communities and natural environment thrive in a changing climate. To meet this goal, the Economy & Climate Change Team leads a wide-ranging programme that supports both the Council and its partners in taking meaningful climate action.

In this role, you will be instrumental in driving forward the Council's carbon reduction ambitions and ensuring we are well-positioned to tackle climate change head-on.

You will bring strong technical expertise to a variety of projects across the Council, advising colleagues on how to integrate carbon reduction into their work. You will also contribute to the Council's Climate Training Programme, lead specific initiatives aligned with the Climate Action Plan, and help secure long-term funding for carbon reduction efforts.

Externally, you will play a key role in ensuring that major planning applications and nationally significant infrastructure projects properly account for their carbon and climate impacts—contributing to Cambridgeshire's broader net zero objectives.

	Main accountabilities
1	<p><b><u>Carbon and Climate Advice</u></b></p> <p><b>Planning and Consents Reviews:</b> Prepare detailed technical responses on carbon emissions and climate risk matters for major planning applications, including Traffic Works Act Orders (TWAOs) and Nationally Significant Infrastructure Projects (NSIPs), as part of the Council's statutory consultee function for these proposals.</p> <p><b>Planning Applications:</b> Provide carbon and climate risk comment on Regulation 3 and Minerals and Waste applications for which the council is the planning authority.</p> <p>Provide technical comment on other planning documents such as neighbourhood plans, draft Local Plans and other relevant documents.</p> <p>Support the Climate Crisis Strategy Manager to ensure that carbon emissions and climate risk are thoroughly assessed and appropriately addressed in all applications.</p> <p><b>Expert Advisory Support:</b> Provide high-quality technical advice to internal teams and external partners. Ensure that projects, policies, and strategies fully consider their carbon impact and climate resilience, aligning with the Council's broader climate goals.</p>

	Main accountabilities
	<p><b>Service Quality and Consistency:</b> Maintain a consistently high standard of service and technical expertise for all stakeholders, including internal customers, contractors, suppliers, and consultants.</p> <p><b>Strategic Representation:</b> Act as a substitute for the Climate Crisis Strategy Manager at relevant boards, working groups and strategic meetings where technical carbon expertise is required.</p>
2	<p><b><u>Project Management</u></b></p> <p><b>Project Management:</b> Lead the delivery of projects identified in the Climate Change and Environment Strategy Action Plan. This includes managing multidisciplinary project teams, external consultants, contractors, and service providers to ensure successful outcomes.</p> <p><b>Governance and Oversight:</b> Establish and maintain robust project governance in line with the Council's political structures, internal governance frameworks, and scheme of delegations. Set up and lead appropriate project boards and working groups to oversee progress and ensure accountability.</p> <p><b>Risk and Issue Management:</b> Proactively identify, manage, and resolve risks, issues, and exceptions within the work programme. Escalate matters as necessary to ensure timely resolution and maintain project momentum.</p>
3	<p><b><u>Policy and Strategy Development</u></b></p> <p><b>Policy and Strategy Development:</b> Support the Climate Crisis Strategy Manager in the development and implementation of new policies that advance the Council's Climate Change and Environment ambitions. Contribute to shaping frameworks that enable effective climate action across services and sectors.</p> <p><b>Strategy Review and Reporting:</b> Assist in the ongoing review, updating and progress reporting of the Climate Change and Environment Strategy and related strategic documents. Prepare reports and briefings for relevant committees and help identify emerging opportunities for new projects and initiatives.</p>
4	<p><b><u>Research and analysis</u></b></p> <p><b>Innovation Scanning:</b> Research emerging best practices, technologies, policy developments, and innovations in climate change and environmental sustainability. Provide briefings and recommendations to the Economy and Climate Change Team on opportunities to adopt or pilot new approaches.</p> <p><b>Technical and Policy Analysis:</b> Conduct qualitative and quantitative research on climate and environmental topics to inform the Council's strategies and responses. Analyse and interpret complex technical and policy information, applying insights to the local context to support evidence-based decision-making and continuous improvement.</p>

	Main accountabilities
5	<p><b><u>Communication and Influencing</u></b></p> <p><b>Briefings and Awareness building:</b> Prepare and deliver clear, engaging advice, briefings, case studies, and reports for both internal and external audiences. Promote the Council's climate change and environment strategies, highlighting key projects and achievements to build awareness and support.</p> <p><b>Influence and Collaboration:</b> Work collaboratively across the organisation to build understanding of carbon reduction and climate resilience. Influence behaviours and practices by supporting the development and delivery of the Council's Climate Training Programme, including Carbon Literacy Training, to embed climate awareness into everyday decision-making.</p>
6	<p><b><u>Funding</u></b></p> <p><b>Funding Applications:</b> With guidance from the Climate Crisis Strategy Manager, develop and submit funding applications to support the delivery of projects aligned with the Council's climate change objectives. Ensure applications are well-structured, evidence-based, and aligned with strategic priorities.</p> <p><b>Grant Compliance and Project Development:</b> Understand and interpret the requirements and eligibility criteria of funding opportunities. Support the Economy &amp; Climate Change Team in shaping projects and partnerships that meet these criteria and maximise the potential for successful funding.</p>
7	<p><b><u>Teamwork</u></b></p> <p>Undertake additional projects and tasks as required to support the broader objectives of the Economy &amp; Climate Change Team and contribute to the Council's overarching strategic goals.</p> <p>Adapt to emerging priorities and collaborate across teams to ensure effective delivery of climate and environmental initiatives.</p>
8	Demonstrate an awareness and understanding of equality, diversity and inclusion.
9	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.

## Person Specification

Qualifications required (minimum level)	Subject	Essential/Desirable
Degree level or equivalent	Environment, Sustainable Development or another relevant subject	Essential
Postgraduate level	Environmental Science, Management or another relevant subject	Desirable
Relevant professional qualifications	Project management related	Desirable

### Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/Desirable
<b>Knowledge</b>		
Climate Change, Carbon, and carbon accounting	Understanding of whole life cycle analysis, environmental impact assessments, carbon valuation, and carbon budgeting.  Experience and detailed technical knowledge of carbon accounting and reporting methods (e.g. GHG Protocol, Treasury Green Book etc.)	Essential
Carbon legislation	Thorough knowledge and understanding of relevant legislation, technical developments, and industry practice in relation to climate change, sustainable development and carbon management, including statutory and voluntary environmental reporting requirements.	Essential
Local government	Knowledge of the range of functions of local government	Desirable
Planning Regulations and Processes	Awareness of the UK planning requirements and process, particularly in relation to nationally significant infrastructure	Desirable
<b>Skills</b>		
Carbon Advice	Able to provide strategic advice and technical analysis of carbon assessments for colleagues across the Council, e.g. for planning application responses, major infrastructure projects, waste treatment options and others.	Essential
Communications	Able to lead training and information sessions on carbon, energy and related topics for the Economy and Climate Change Team	Essential

	<p>Ability to communicate effectively in writing and orally to a wide range of audiences</p> <p>Analytical and able to provide professional and technical advice and options appraisals and possessing sound reporting skills.</p>	
Partnership working	Ability to build effective working relationships across the County Council and partner organisations	Essential
Innovation	Able to contribute practical and innovative ideas for the implementation of the Council's Climate Change and Environment Strategy	Essential
Decision making	Able to challenge others and make informed recommendations or decisions that if challenged can be substantiated.	Essential
Results-driven and continual improvement	<p>Able to achieve results, with minimum supervision and to a consistently high standard, with a desire to learn from experience and improve personal performance.</p> <p>Have the determination and drive to achieve and maintain high quality service provision.</p>	Essential
Problem solving	<p>Problem solving and 'can do' approach to work.</p> <p>Have excellent problem-solving skills with the ability to work under pressure.</p>	Essential
Planning and organisational	<p>Able to plan and prioritise own workload and that of others methodically and with due attention to detail such that the effectiveness of self and team members in an ever-changing work environment.</p> <p>Have excellent organisation and time management.</p>	Essential
Travel	<p>Ability to travel to various Council owned sites around the County and to regular meetings and training events.</p> <p>Full driving licence desirable (hire cars are available).</p>	Essential
IT	Fully IT proficient, including MS Office packages.	Essential
Teamwork	Proven ability to work effectively within a small team and be a proactive team player.	Essential
Partnership working	Ability to build effective working relationships across the County Council and partner organisations	Essential
Flexibility	Ability to work flexibly and travel to meetings/events when required.	Essential

<b>Experience</b>		
Project and contract management	<p>Demonstrable track record of using project management techniques to ensure successful completion of projects on time and within budget.</p> <p>Experience managing the performance of contracts and finding solutions to issues or problems</p>	Desirable
Grant management	Experience of leading on applying for Government grants and administering these e.g. grant claims, tracking spends, monthly reporting etc.	Desirable
Working in a local authority or other public sector organisation	<p>Experience of building effective relationships with County and other authority Councillors.</p> <p>Political awareness.</p>	Desirable
Stakeholder management	Experience in liaising with wide range of colleagues, contractors and other stakeholders	Desirable
Equality, Diversity and Inclusion	Able to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	Essential
Net Zero	Able to contribute towards our commitment of becoming a net zero organisation.	Essential

<b>Disclosure level</b>	None	Standard
	<del>Enhanced</del>	<del>Enhanced with barred list checks</del>

Work type (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
		<b>X</b>			